



**APPLICATION FORM FOR
PRIVATE STORMWATER CONNECTION AND/OR MONITORING WELL**

Applicant: _____ Telephone _____ Fax _____

Address: _____ Zip Code _____ E-mail _____

Premises Involved:

Specific Location _____

Name of –Development/Subdivision _____

Dates of construction of connection/monitoring well _____

Date the use of the connection will begin _____

Purpose of Request _____

SUBMITTAL REQUIREMENTS:

This application should be submitted to the City of Colorado Springs-Stormwater Office located at 30 South Nevada Avenue, Suite 502. An application must be completed in full and accompanied by the following information:

APPLICANT

1. One (1) copy of a **STATEMENT** identifying a clear description of the proposed revocable permit.
2. One copy of a **VICINITY MAP** (not to scale). The vicinity map should show the proposed site outlined with the existing adjacent streets within the neighborhood.
3. One (1) Provide evidence of a current **COMMERCIAL GENERAL LIABILITY INSURANCE** Policy **UNLESS WAIVED BY THE STORMWATER ENTERPRISE MANAGER**. The insurance coverage must specify the City of Colorado Springs as an additional insured party with the following insurance coverage limits:
\$500,000.00 combined single limit for bodily injury and property damage for each occurrence or claim made with an aggregate of \$1,000,000.00. The insurance carrier is required to notify City Planning at least 30 days in advance of any reduction or cancellation of the policy. The insurance policy is required to be in place throughout the entire period of the Revocable Permit.

REVOCABLE PERMIT SITE PLAN CONTENT REQUIREMENTS:

APPLICANT

The applicant is required to:

1. Submit two (2) copies of a completed **SITE PLAN** for the property showing the location of the proposed revocable permit. The site plan must include all of the information set forth below:

SITE PLAN CONTENT REQUIREMENTS

Please complete the following checklist by checking all appropriate categories indicating compliance with these content requirements. All submitted plans shall contain the following information:

1. Indication of the scale (i.e. $\frac{1}{4}'' = 1'$) and a bar scale.
2. North arrow.
3. Property lines and dimensions of adjacent property.
4. Name and total width of all adjacent public right-of-way.
5. Street width of public right-of-way.

- _____ 6. Location of curb, gutter, landscaping and any improvement in public right-of-way.
_____ 7. Location of use within the public right-of-way.
_____ 8. Location of subsurface infrastructure.

OFFICIAL CITY USE ONLY:

Date Application Accepted _____

REVOCABLE PERMIT SITE PLAN CONTENT REQUIREMENTS, continued

- _____ 9. Depth and physical description of subsurface infrastructure.
_____ 10. Specific description of subsurface use.

APPLICANT/OWNER AUTHORIZATION/INDEMNIFICATION:

I (we) understand that if this Revocable Permit/License is granted by the City Manager, Stormwater Enterprise Manager or their designee, I (we) will be required to comply with all provisions in accordance with Chapter 3 of the City Code, 2001 as amended, including evidence of current public liability and property damage insurance policies in the name of the permittee with the City of Colorado Springs also named as insured, unless waived by the City. I (we) agree to be responsible for any and all damages to property or injury to persons arising out of permittee's exercise of the permit or the construction, installation or maintenance of any device or structure. I (we) agree to indemnify and save harmless the City and all its officers, agents and employees from all suits, action or claims of any type brought for or on account of any injuries or damages received or sustained by any person or property related to permittee's exercise of the permit, any act or omission of the permittee, the permittee's agents or employees, or the failure of the permittee to maintain the structure or device or to provide necessary safety devices. I (we) agree to defend against any suit, action, or claim and pay any judgement with costs, which may be obtained against the City, its officers, employees or agents growing out of the injury or damage including enforcement or other administrative proceedings brought by a State or Federal agency and including court costs and reasonable attorney's fees arising from any 'discharge' from the proposed private system of any 'pollutant' into 'state waters' to the extent caused by permittee, its agents or employees. The term discharge, pollutant and state waters are given meaning intended by the Code of Colorado Regulation at 5 CCR 1002-2. I (we) agree to maintain the permitted facilities throughout their operation and to provide location information of the permitted facilities as may be needed for future improvements.

CITY OF COLORADO SPRINGS-STATE OF COLORADO

By:
Stormwater Enterprise Manager
Public Works Department

By:

Owner's Representative

Please Print Name

Representative for:
WITNESSED BY:

Notary Public
My Commission Expires:_____

FORMAL REVIEW TIME PERIOD:

The administrative review procedure will take approximately **one (1) week** to complete.

FINAL DISPOSITION:

APPROVAL:

After completion of the Revocable Permit review, the reviewing planning staff member will return one (1) copy of the approved site plan to the applicant.

DENIAL:

If this application is denied, the planning staff member will provide written notification to the applicant that will clearly specify all of the reasons for denial.

APPEALS:

The administrative decision of the planning staff member to approve or deny an application for a Revocable Permit may be appealed to the City Council within ten (10) days from the date of the administrative decision.

The appeal must be in writing and specify briefly the grounds for the appeal. If a perfected appeal is filed within this ten (10) day period, the administrative decision to approve or deny will be suspended until the appeal process is finalized. In the case of an appeal, any building permit approval granted by City Planning based upon the approval of a Revocable Permit will also be suspended until the appeal process is finalized.

REVOCABLE PERMIT REVIEW CRITERIA:

Applications for a Revocable Permit/License must meet all of the criteria listed in Section 213.F, Part 2, Article 2 of Chapter 3 of the City Code before the application can be approved. These criteria are as follows:

The following conditions as well as the other conditions in the Article, shall apply to each of the structures and devices.

1. No device or structure shall be so located or used so as to:
 - a. Interrupt the normal flow of vehicular or pedestrian traffic;
 - b. Interfere with the public's normal use of the public property upon which the structure, device or use is permitted, such as the overhang of diagonally parked automobiles or the door-opening radius of parallel parked automobiles;
 - c. Interfere with any other device or structure lawfully existing thereon, such as parking meters, water meters, curb cuts, bus stops, etc. The device, structure or use shall not occupy more than one-fifth (1/5) of the width of any paved sidewalk. Whenever possible, devices and structures shall be installed on unpaved or unused areas of sidewalks or in connection with other devices or structures already installed which break the flow of pedestrian traffic.
2. Any device or structure shall be installed in such a manner so as to prevent it from being dislodged by any natural force such as wind or any man-made force such as an act of vandalism.
3. Devices and structures permitted shall be so constructed as to reduce so far as is feasible sharp edges or protrusions that could cause injury to persons or damage to property. Devices and structures shall be easily visible and recognizable with regard to the available light from street lighting and light emanating from adjoining property during periods of darkness.
4. Devices and structures shall be installed so as to eliminate the collection of litter under and upon the same insofar as possible, and to facility cleaning of the adjacent area of litter and snow.

**SUPPLEMENTAL INFORMATION FOR PRIVATE STORMWATER CONNECTION
AND/OR MONITORING WELL USE WITHIN PUBLIC RIGHTS-OF-WAY**

STREET ADDRESS _____

SUBDIVISION (IF KNOWN) _____

A P P L I C A N T	NAME: _____
	ADDRESS: _____

	CONTACT: _____ TITLE: _____
	TELEPHONE: _____ FAX: _____

I N S T A L L A T I O N / S U B S T A N C E	INSTALLATION DESCRIPTION (ATTACH PLANS) _____

	INSTALLATION SCHEDULE START: _____ FINISH: _____
	SUBSTANCES (MONITORING WELL ONLY) DESCRIBE SITE CONTAMINATION AND SUBSTANCES TO BE MONITORED _____

MONITORING SCHEDULE	START: _____	FINISH: _____
---------------------	--------------	---------------

C O N T R A C T O R	NAME: _____
	ADDRESS: _____

	CONTACT: _____ TITLE: _____
	TELEPHONE: _____ FAX: _____

S T A N D A R D C O N D I T I O N S / R E Q U I R E M E N T S :	1. UTILITY LOCATIONS REQUIRED PRIOR TO COMMENCING CONSTRUCTION.
	2. EXCAVATION PERMIT REQUIRED FOR ALL WORK WITHIN PUBLIC RIGHTS-OF-WAY AND EASEMENTS. NOTE: A TRAFFIC CONTROL PLAN IS REQUIRED PRIOR TO ISSUANCE OF AN EXCAVATION PERMIT.
	3. MONITORING WELL LOCATIONS TO BE LOCATED OUT OF STREET OR ALLEY PAVEMENT SECTIONS UNLESS APPROVED BY CITY ENGINEERING INSPECTIONS SUPERVISOR (385-5918) AFTER UTILITIES ARE LOCATED.
	4. ANY CASTINGS/LIDS IN STREETS/ALLEYS TO BE HS20 LOAD RATED.
	5. CONTACT CITY ENGINEERING DIVISION/INSPECTIONS SECTION 24 HOURS PRIOR TO COMMENCING CONSTRUCTION WITHIN THE PUBLIC RIGHT-OF-WAY/EASEMENT (385-5918).
	6. PERMITS AND COMPLIANCE WITH STATE ENGINEER'S OFFICE WELL REGULATIONS ARE REQUIRED; HOWEVER, ABANDONMENT IN PUBLIC STREETS, ALLEYS OR RIGHT-OF-WAY REQUIRES FILLING WELL HOLE WITH FLOWABLE FILL PER CITY ENGINEERING DIVISION STANDARD SPECIFICATIONS.
	7. OWNER/APPLICANT AGREES TO NOTIFY THE CITY ENGINEERING DIVISION (385-5918) WITHIN 30 DAYS AFTER FACILITIES ARE ABANDONED.

STREET ADDRESS

SPECIAL CONDITIONS/REQUIREMENTS:

1. _____

2. _____

3. _____

APPROVALS	
	<div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 70%; border-top: 1px solid black; padding-top: 5px;">STORMWATER ENTERPRISE MANAGER – SUBJECT TO ATTACHED CONDITIONS</div> <div style="width: 25%; border-top: 1px solid black; padding-top: 5px;">DATE</div> </div>

[illegible]

DRAINAGE BASIN: _____